

Virginia Advisory Board Orientation
Tuesday, August 31, 2021
12:00 p.m. – 5:00 p.m.

11:45 a.m.	Arrival/Lunch	Patrick Henry Building – East Reading Room 1111 E. Broad Street, Richmond, VA 23219
12:00 p.m.	Welcome Orientation Overview	Suzanne Holland <i>Special Assistant for Advisory Board Administration and Director of Women's Outreach</i>
12:05 p.m.	Swearing In <i>Administering the Oaths</i>	The Honorable Kelly Thomasson <i>Secretary of the Commonwealth</i>
12:10 p.m.	Introductions <i>Name</i> <i>Locality</i> <i>Board</i>	Suzanne Holland <i>Special Assistant for Advisory Board Administration and Director of Women's Outreach</i>
12:25 p.m.	Virginia's Constituency Specific Boards and Commissions <i>History, Purpose, Your Role, and Transition</i>	Traci J. DeShazor <i>Deputy Secretary of the Commonwealth and Director of African American Outreach</i>
12:45 p.m.	Staff Introductions <i>Meeting the team</i>	Office of the Secretary of the Commonwealth <i>Appointments, Board Liaison, Outreach Directors</i>
1:15 p.m.	Q&A	Traci J. DeShazor <i>Deputy Secretary of the Commonwealth and Director of African American Outreach</i>
1:20 p.m.	Break	
1:30 p.m.	Icebreaker <i>Advisory Board Trivia</i>	Traci J. DeShazor <i>Deputy Secretary of the Commonwealth and Director of African American Outreach</i>
1:40 p.m.	Advisory Board Communications, Operations, and Standard Operating Procedures	Suzanne Holland <i>Special Assistant for Advisory Board Administration and Director of Women's Outreach</i>
2:15 p.m.	Q&A	Traci J. DeShazor <i>Deputy Secretary of the Commonwealth and Director of African American Outreach</i>
2:25 p.m.	Understanding the Board's Budget: Travel Reimbursement and Programming	The Honorable Kelly Thomasson <i>Secretary of the Commonwealth</i>
2:40 p.m.	Break	Suzanne Holland <i>Special Assistant for Advisory Board Administration and Director of Women's Outreach</i>

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2:50 p.m.	Panel Discussion: Meeting Board Leadership and Understanding Your Impact	Reverend Cozy Bailey <i>Vice Chair, Virginia African American Advisory Board</i> Suja Amir <i>Vice Chair, Virginia Asian Advisory Board</i> TBD Representative <i>Virginia Council on Women</i> TBD Representative <i>Virginia Latino Advisory Board</i>
3:20 p.m.	Breakout Session <i>Individual Board Discussion with Advisory Board Members</i>	Reverend Cozy Bailey <i>Vice Chair, Virginia African American Advisory Board</i> Suja Amir <i>Vice Chair, Virginia Asian Advisory Board</i> TBD Representative <i>Virginia Council on Women</i> TBD Representative <i>Virginia Latino Advisory Board</i>
4:00 p.m.	Getting Started: Preparing for Your First Board Meeting <i>FOIA</i>	Justin Bell <i>Assistant Attorney General, Office of the Attorney General</i> Suzanne Holland <i>Special Assistant for Advisory Board Administration and Director of Women's Outreach</i>
4:40 p.m.	Open Floor Q&A	Suzanne Holland <i>Special Assistant for Advisory Board Administration and Director of Women's Outreach</i>
5:00 p.m.	Closing Remarks	